



STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL

100 North Carson Street
Carson City, Nevada 89701-4717

CATHERINE CORTEZ MASTO
Attorney General

KEITH G. MUNRO
Assistant Attorney General

Thom M. Gover
Chief of Staff

***Position Announcement
Open Competitive***

Bureau of Government Affairs/GNR Division

POSITION TITLE: Deputy Attorney General

DUTY STATION: Carson City, Nevada

SALARY: Employee/Employer Paid = \$71,639.28 - \$95,650.00
Employer Paid = \$63,468.10 - \$84,740.00

POSITION STATUS: Exempt (FLSA); serves at the will of the Attorney General; employment with the Attorney General's office is contingent upon completion of NCIC/NCJIS, and a fingerprint criminal history check.

POSITION SUMMARY: This Deputy Attorney General position will represent the Nevada Department of Education, State Board of Education, Commission on Professional Standards, Commission on Post-secondary Education, and the Western Interstate Commission for Higher Education (WICHE). The Deputy may also represent the Employee Management Commission (North), Victims of Crime, the Hearings and Appeals Division and Nevada Fleet Services.

POSITION CHARACTERISTICS: The person chosen for this position will have excellent legal research and writing skills, a fully developed public speaking ability, knowledge or willingness to learn about federal and state education-related programs and laws, knowledge of or willingness to learn personnel laws and regulations and administrative procedures. Representation includes litigation, appellate work, and administrative hearings. Additional duties include opinion writing, drafting and reviewing regulations, and providing day-to-day legal counsel to the clients in the substantive areas in which the clients regulate, and also in the law pertaining to education law as well as regulation and routine government operations including government contracts. The deputy must be willing and able to work collaboratively with other deputies. Some overnight travel is required.

QUALIFICATIONS

KNOWLEDGE REQUIRED: The position requires a willingness to develop knowledge of substantive law and regulations pertaining to education law and programs, administrative law and regulations as well as civil procedure and evidence in state and federal courts at the administrative, trial and appellate levels. Knowledge of state personnel laws and procedures, contracting requirements, Open Meeting Law, powers and duties of the State Attorney General, legislative processes, and ethics is preferred. Computer usage skill for research, document preparation and timekeeping is required.

SKILLS REQUIRED:

Applicants must possess skill in effective written and verbal communication; presentation of administrative and judicial cases; effective appellate advocacy; analysis of complex legal problems as well as the ability to apply legal principles to resolve problems and issues. Applicants must be highly professional, well-organized, self-motivated, and able to manage their time. Applicants must have strong interpersonal and people skills and be able to effectively handle a wide range of diverse personalities, attitudes and styles.

PHYSICAL DEMANDS:

This position requires mobility to work in a typical office setting and use of standard office equipment, including computers. It requires travel to client offices and courts in various parts of Nevada. It also requires vision to read printed materials and a computer screen; and hearing and speech to communicate in a clear and understandable manner, and to hear and respond to communications. Accommodations may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodations.

EDUCATION AND EXPERIENCE:

Applicants must possess a certificate of admission to the Bar of the State of Nevada and be eligible to practice law before the courts of the State of Nevada and the federal district and appellate courts.

This position announcement lists the major duties and requirements of the job and is not all-inclusive. The appointee may be expected to perform additional job-related duties and may be required to develop additional specific job-related knowledge and skills.

INTERESTED APPLICANTS should send their letter of interest and resume by email, fax or regular mail by close of business **May 14, 2014** to:

Chief Deputy Attorney General Marta Adams
100 N. Carson Street
Carson City, Nevada 89701-4717
madams@ag.nv.gov **FAX** (775) 684-1108

The Attorney General's Office is an equal opportunity employer.